

**Number:** 2002 - 18  
**Date:** July 29, 2002

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**Subject:** STANDARD RULES AND PROCEDURES FOR ISSUE, USE AND CARE OF ISD EQUIPMENT

**Purpose:**

**General Considerations:** Boston Inspectional Services personnel are charged with great responsibility and trust in ensuring the well being of the public health, welfare and safety. Many ISD personnel are issued badges as a sign of public trust and responsibility. Personnel are issued other pieces of equipment to the effectively carry out professional duties in the field and in the office. Employees must be accountable for their actions at all times in the field and in the office. This accountability extends to the proper use and care of department issued equipment. The standard rules and procedures for the issuance and care of department equipment are set forth in this bulletin.

**Note:** For the purpose of clarity and brevity, the pronouns "He" and "His" are used editorially throughout this rule and it should be interpreted as gender neutral.

**Definitions:**

**Inspectional Services Personnel** - shall include the Code Enforcement Police after July 1, 2002 for the purposes of this bulletin.

**Equipment** - shall refer to any item procured by ISD and issued to or made available to ISD personnel to carry out professional obligations and duties for the Department.

**STANDARD RULES AND PROCEDURES FOR THE ISSUE, USE AND CARE OF DEPARTMENT ISSUED PROPERTY**

**§ 1. DEPARTMENT ISSUED EQUIPMENT:** ISD personnel issued equipment by the Department for the performance of their duties shall limit the use of the equipment to times in which they are performing a task required by their professional duties. ISD employees may be issued the following equipment:

- Blue jackets with department identification lettering ;
- Orange jackets with ISD lettering
- Breathing apparatus;
- Video and still photography cameras;
- Plastic Gloves;
- Nextel radios/phones;
- Two way radios;
- Tools, plywood, and weights and measures proofing equipment
- Computer software and hardware;
- Stamps for approving plans, permits and applications of any kind;
- Notices of violation, applications, permits or any departmental forms;
- ISD employee identification cards;
- ISD employee "on-duty" vehicle placards;
- ISD Badges;
- Any other item or equipment provided to a particular Division to properly carryout legally authorized enforcement duties.

**\*\*\*FOR VEHICLES SEE COMMISSIONER BULLETIN 2002-4**

**§ 2. Issue and care of ISD equipment:** All ISD personnel issued or authorized to use property of any kind from the Department shall treat the property with respect and care. ISD personnel shall ensure the property is properly used to further the mission of the Department. ISD personnel shall be accountable for the locating, proper care, proper use and safe return all property issued to them. ISD personnel shall also be responsible for reporting to managers when issued equipment is broken or malfunctioning, running low in supply or in need of updating.

2a. ISD personnel shall immediately report missing equipment to their manager. The manager shall make an effort to account for the property. If the property cannot be accounted for then the manager shall within 24 hours file a report with the Deputy Commissioners of Administration and Finance or his designee without exception.

2b. ISD personnel shall be responsible for reporting when equipment or property issued by ISD is being inappropriately used as outlined in this bulletin. ISD personnel failing to report this inappropriate use may also be party to any discipline for failing to alert managers to this situation. Managers shall be responsible for properly reprimanding and taking steps to correct inappropriate use of equipment or property.

ISD personnel must return all equipment issued to them upon separation of service, especially any equipment that may identify the person as an ISD employee. Managers shall be responsible for collecting and accounting for all equipment before an employee separates service.

**§ 3. Display of ISD issued identification:** ISD personnel issued identification and/or badges shall have them in their possession during the course of any professional duties or obligations performed for ISD including work after hours and on weekends. ISD personnel shall conspicuously display issued identification when in the field to allow for proper identification by other city officials and members of the public. ISD personnel will be accountable for the care of the identification card, badges and vehicle placards issued to them. ISD identification for personnel or personal vehicles used in the field shall be put away when not performing professional duties for ISD. Vehicle placards shall at no time be displayed by ISD personnel except when operating the vehicle to perform official business for ISD. ISD personnel issued placards for personally owned vehicles should ensure that the placard is installed in such a way that the placard can be taken down and posted repeatedly if the vehicle is used for both personal and official ISD business. Use of any identification equipment issued by ISD shall be used consistent with ISD policy and state law on the ethical behavior of public employees.

**3a. Use of badges, placards or I.D. cards:** ISD badges, a symbol of public trust, are for the exclusive use of the person to which each badge is issued. At no time shall ISD personnel allow another person, even other ISD personnel issued similar badges, to use issued badge, even for official purposes. Managers shall be issued a master list from budget of all badges and placards issued with the number of the badge or placard and to whom it was issued for whom they are supervising. ISD personnel are forbidden from possessing ISD badges unless the badge was issued to them for official identification purposes.

**3b. Loss of badges, I.D. cards and Vehicle Placards:** All ISD personnel shall immediately notify a manager when an ISD issued identification card, vehicle placard or badge has been lost or stolen. ISD personnel shall also contact Boston Police to fill about a report of the lost or stolen property. Replacement of the identification equipment will come after the cost is paid by the employee.

**3c. Use of ISD identification:** ISD issued identification of any kind shall only be used for official, professional purposes or at other times when identification is requested to verify identity, such as verification of employment, membership to professional organizations, drivers license renewal or other situation where a second means of identification may be required. ISD issued identification shall never be used to:

- prove identity or age to gain access to any premises for personal business or entertainment including but not limited to bars, clubs, or restaurants, or
- gain any benefit by virtue of their employment as an ISD personnel.

The public trust inherent to ISD badges, identification cards and vehicle placards cannot be emphasized enough. ISD issued identification used or presented in a forbidden manner shall establish cause for

investigating an ethics violation under state law and ISD policy which may result in discipline up to an including termination as well as potential criminal liability.

**3d. Reproduction:** No ISD personnel shall reproduce any type of ISD issued identification. If such identification is lost or stolen, personnel must report it to their manager.

This section shall also be read to guide the use of any stamps, seals, forms, business cards or any symbol used to show or to effect the legal authority vested in ISD to approve, deny, or take enforcement action against any entity or person with business before the Department. Such stamps, seals or symbols of authority also have an inherent level of public trust, which must be closely guarded.

**§ 4. Storage of special equipment:** Equipment such as two way radios, video and still cameras, or any other special equipment not regularly issued to personnel or equipment with a certain value threshold requiring greater safekeeping shall be stored in the property room at 1010 Massachusetts Avenue established in 20002-15.

**4a.** All equipment of this nature will be issued daily and accounted for at the end of each shift in which the equipment is used.

**4b.** A master list of such special equipment shall be kept by the Deputy Commissioner of Administration and Finance. The Division manager or his/her designee can sign out all equipment needed for the unit at one time, but will be responsible for its return.

**4c.** The Deputy Commissioner or his designee shall be charged with the signing in and out of equipment.

**4d.** Any special equipment that is stored with first responders working in Special Operations or any other equipment that would be too cumbersome to carry in and out of ISD vehicles each day need not be stored in the property room. Equipment falling into either of these categories shall be recorded as to type, quantity and location on the special equipment master list. Personnel using the special equipment not stored in the property room shall provide a report each day to their division manager verifying that the equipment was present at the beginning of each shift and at the end of each shift with any notations for breakage or other problems. These reports shall be filed daily with the division manager, who shall also store these sheets in an organized manner that is easily accessible. Division managers shall also be responsible for creating a checklist for personnel to use to expedite the accounting of equipment by personnel daily. Managers shall provide the Deputy Commissioner with a copy of all daily checklists at the end of each month.

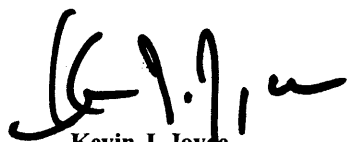
**§ 5. Storage of Issued Equipment in Department Vehicles:** All equipment stored in Department vehicles shall be stored in a neat and organized fashion that is uniform in each truck used by that Division. Division managers shall create a standard uniform way of storing equipment in vehicles so all personnel will know where various equipment is located all trucks of that division. A diagram documenting the manner/ location of equipment in the vehicle shall be conspicuously displayed in the equipment storage area of the vehicle.

**§ 6. Issued clothing/ dress code:** ISD personnel shall present themselves in a professional manner at all times, including the manner of dress. ISD personnel issued or authorized to wear uniforms or official clothing must maintain the issued clothing or uniform in a neat and clean fashion. Uniforms or issued clothing must be treated with due care given allowances for incidents in the field. Personnel issued clothing or uniforms, which is then damaged in the field not through their own negligence, should report this to their manager for replacement of the clothing at no cost. Personnel will not be authorized to wear any ISD issued clothing or uniform that is ripped, tattered or heavily soiled as these garments are often used to identify ISD personnel in the field and create a poor representation of the professionalism of the employee and the Department. Managers should take notice when personnel are using clothing or any equipment in such condition. ISD personnel should maintain themselves and issued clothing or uniforms in a neat and tidy nature while representing the Department in the office or in the field. Neat and tidy shall not limit personnel to any style of clothing, but should be interpreted to mean that clothing shall be clean, properly tailored and either pressed or ironed. Division managers shall set the dress code for their respective divisions. It is suggested that all managers restrict personnel from wearing non-collared shirts and denim /dungaree style pants.

**§ 7. Compliance Failure:** Any ISD personnel failing to follow the standard rules and procedures outlined in this bulletin shall be subject to discipline, up to and including termination. Criminal liability may also result for the failure to follow the guidelines of this bulletin. ISD managers may also be subject to discipline for the failure of personnel under their command to demonstrate knowledge of the standard rules and procedures outlined in this bulletin. Managers and personnel should review the Department Public Integrity Policy in Commissioner's Bulletin 2002-a and Commissioner's Bulletins 99-3 and 99-4.

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Signed:



Kevin J. Joyce  
Commissioner  
Inspectional Service Department  
Date:



Gary Moccia  
Inspector of Building  
Inspectional Service Department  
Date: